



EMPLOYMENT OPPORTUNITY

ODSP CASE WORKER

Department: Ontario Works

Classification/Level: **CS3 (\$53,591.20 - \$65,499.20) + Group Pension and Benefits**

Employment Status: Full-Time Regular

POSITION SUMMARY:

The ODSP Case Worker will be under the supervision of the Ontario Works-LDM Department Manager and will serve MFN clients using a case management approach to deliver Ontario Disability Support Program (ODSP) including determining eligibility for ODSP Income and Employment Support; serving as a resource in the areas of employment and training for clients; conducting preliminary and secondary assessments regarding allegations of program misuse by recipients and action outcomes. To provide information, advice, guidance, assistance and liaison with client, the community, and with stakeholders regarding ODSP.

The ODSP Case Worker will serve as the initial contact for any potential applicants including Ontario Disability Support Program and provide general information regarding eligibility and benefits to potential applicants. and will be directly involved with strategic planning ensuring execution is compliant with regulatory legislation and collect and verify documentation for forwarding to Disability Adjudication Unit (DAU).

ESSENTIAL FUNCTIONS:

The ODSP Case Worker will coordinate with other internal and external (ex. counsellors with external partners) services as needed on an individualized basis, as well as advocate with external organizations and services to ensure Community Members needs are met (ex. housing, banking, health services etc.). In addition to communicating regularly with other staff within the community member's circle of care (i.e., OW case manager, etc.) regarding community member's progress and ongoing needs. assisting in the development and negotiation of funding from all partners or government agencies including:

- ODSP Application process
- Case Management
- Information Provision
- Program Coordination
- Administration

Be self-directed, strategic, collaborative, flexible, organized and highly motivated and visionary. Assists with gathering data for completion of various staffing reports Department Manager when required. Ensure that the strictest of confidentiality and need to know level of confidentiality is always maintained and understands and adheres to all MFN policies and procedures.

**For complete a job description, please request to the following: johne@mchigeeng.ca

QUALIFICATIONS:

- College diploma and/or a university degree in social work, OR a minimum of five years' work experience in social assistance.

Other:

- Knowledge of ODSP legislation, regulations, policy, procedures, and funding arrangements would be an asset,
- Case Management Skills
- Communication Skills
- Strong Software Skills
- Knowledge of barriers faced by people with disabilities to make appropriate referrals to appropriate programs and agencies, etc.
- Knowledge of community resources and services available to assist community members with disabilities with emergencies, support, and employment opportunities.
- Effective communication skills for effective interaction with internal and external organizations.
- Knowledge and experience in First Nation operational procedures.
- Knowledge of the Ojibwe culture, traditions and fluency in the language will be considered an asset.
- Must have valid driver's license and access to a reliable vehicle.
- Police CRC requirement must be thirty (30) days current original or certified copy.

Closing Date: March 27th, 2024, at 2:00 p.m.

If you are interested in these new opportunities, applicants must submit cover letter, resume, with three current reference contacts (2 work related and 1 character reference) and copies of educational qualifications to:

ODSP CASE WORKER

c/o John Ense

M'Chigeeng First Nation, P.O. Box 333

M'CHIGEENG, ON P0P 1G0

Fax 705-377-4980 or email to: employment@mchigeeng.ca

Miigwetch to all interested applicants, however only those selected for an interview will be contacted.